

Section: Visitors to Workplace

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Sponsoring Unit/Department: Human Resources

Visitors to Workplace

The purpose of the workplace is to ensure the mission of the College is realized and that the interests of students are paramount. Visitors can disrupt normal work routines and pose the potential for accidental injury. With the exception of events designated for the inclusion of family and friends, visitors may only be in the workplace for incidental periods.

Rules for Visitors

- When employees have visitors (including children) in the workplace, the employee must obtain the supervisor's approval in advance, unless exceptional circumstances exist. The employee should specify the length of time and purpose of the visit at the time of the request. Specifically, an employee may not use the workplace as a substitute for child care.
- When authorized to bring a visitor into the workplace, the employee must supervise the visitor at all times and ensure they are not disruptive to other employees in the workplace. Child visitors must remain under the direct supervision of the employee and may not be left in the custody of another employee or student.
- Visitors are not permitted in hazardous or high risk areas under any circumstances
- Incidental visitors to the workplace are allowed. Such visits are by their nature of short duration. For instance, family members or friends may stop in to drop off or pick up an item.